The Ivy School – Regular Board Meeting Minutes (FINAL)
Location: 5420 N Interstate Ave.
Date: Monday, April 28, 2025 Time: 5:00 – 6:30 PM
Zoom Meeting

Board Members in Attendance	Minutes Reviewed	Voted Approved (23-June-25)
Board Members: Tom Bull, Jessie Fox, Cat Galimidi, Dawnnesha Lasuncet	☐ Tom ☑ Jessie ☑ Cat ☑ Dawnnesha ☐ Jim ☐ Nikki ☐ Amy ☐ Jenea	☐ Tom ☑ Jessie ☑ Cat ☑ Dawnnesha ☐ Jim ☑ Jessica

Board Member Absent: Jessica Hober, Jim Livermore,

Administrators: Nikki Mitchell, Amy Stuhr, Jenea Dennis

PTA Rep: Sam Nagmay

Guests: Includes audience members

THIS SECTION WILL BE ADDED TO THE NEXT MEETING MINUTES
Have Feedback on the Meeting?
Please contact **Name :** ____________________________________
Email :____________________________________
Phone: ____________________________________

Summary
This Ivy board meeting covered a range of topics including the use of a new note-taking app, **approval of March meeting minutes**, executive and treasurer's reports, enrollment and classroom configuration updates, PTA fundraising efforts, board recruitment and leadership transitions, technology and document management, and executive session discussions on remote work and evaluation processes.

Key Points

- Note-Taking & Agenda: Transition to using the Echo app for easier note-taking. Agenda shared and pinned for accessibility. March meeting minutes approved.

- **Executive Director's Report:** Charter renewal approved for 10 years. Contract negotiations with ODE underway, with DOJ review pending. Enrollment lottery conducted; registration for new and existing families to open soon. Exploring new classroom configurations, including dedicated sixth grade and changes to early childhood program. Communication plans for families emphasized.
    - Enrollment & Classroom Configuration- created dedicated 6th Grade classroom: Strong interest in the program from teachers. Online registration process to reduce no-shows.

Considering eliminating 3- and 4-year-olds from Children's House to strengthen early elementary preparation and revenue stability.

- **Treasurer's Report:** Enrollment below budget (planned 289, actual ~270), resulting in a projected deficit of $100,000–$125,000. Expense savings and increased SIA funding help offset revenue shortfall. Cash reserves remain healthy (2+ months operating expenses). Budget for next year in progress, aiming for break-even.

- **PTA Update:** Fundraising through Read-a-thon and plant sale ($6,000 and ~$5,000 respectively). Lower plant sale numbers this year, but last-minute orders helped. Emphasis on better communication for future sales. Leadership transition: Sam's last year; seeking new PTA president. Discussion on co-leadership and volunteer recruitment challenges.

- **Board Recruitment & Leadership**: Jim stepping down as chair in June; Cat nominated and elected as next chair. Jessica confirmed as finance chair. Need for an official secretary. Discussion about Google Drive management and access for board documents; action to clarify ownership and permissions.

- Work Needing Awareness/Participation of the Board
    - **Policies:** Academic freedom policy pending further team discussion with the school leadership.
    - Reminder to complete required board training and submit proof.
    - Cat created items for board reference which she'll share out after the meeting via email
        1. a summary of bylaws and parliamentary procedure.
        2. Action Items for the Ivy Board to stay in compliance with public meeting requirements
        3. And a guide to participating in meetings for those attending virtually

Decisions

- March meeting minutes approved.
- Cat elected as next board chair, starting after Jim steps down in June.
- Jessica confirmed as finance chair.
- Action to clarify and update Google Drive ownership and permissions.
- Action to gather and upload missing meeting minutes to the website.

Action Items

- Dawnnesha to check on Ivy email access and spelling issue.
- Tom to investigate Google Drive ownership and report back.
- Cat to share bylaw summary (and some action items to stay in compliance with public meeting law) with Nikki and board.
- Nikki to send out meeting notes and ensure all minutes are up to date.
- Committee to be formed for executive director evaluation process, with Kat leading and Nikki providing a job description.
- Board members to complete required training and submit documentation.
- Check (w/ IT?) on how to update Google Drive permissions: remove former folks, add new

Discussion

- Executive Director Evaluation: Desire to move from staff-based qualitative feedback to a more formal, rubric-based evaluation. Discussion about adapting or creating a rubric tailored to the unique role, incorporating elements from Danielson, Marzano, and equity frameworks. Kat to lead committee to develop process and rubric, aiming for completion by June.

- PTA Fundraising & Leadership: Lower plant sale numbers discussed; communication improvements suggested. Ongoing challenges in recruiting volunteers and leadership succession. Emphasis on co-leadership and documenting processes for future leaders.
- Document Management: Need to consolidate board documents in a shared drive with proper permissions. Discussion about archiving old documents and removing access for former board members.
- Feedback on sugary breakfasts; Nikki noted upcoming federal guidelines to reduce added sugar in school meals.
- Agreement to develop a new evaluation rubric and process, with Cat leading the effort and input from the board and staff. Plan to coordinate via email or Slack for efficiency.

Public Comments: None

Executive Session

- Discussion focused on Nikki's proposed remote work schedule and the process for her evaluation. Staff and board expressed support for the hybrid model.
    - Remote Work for Executive Director: Nikki proposed a hybrid schedule (in-person Monday–Wednesday, remote Thursday–Friday). Staff expressed strong support, citing Nikki's leadership and team communication. Board agreed, with emphasis on providing necessary technology and support.

Meeting Closure

Executive session closed. Motion to adjourn approved. Meeting ended.